

<Private/Confidential/Internal/Public>
<Added identifier/descriptor>
<Optional declassification/retention statement>



Information Access & Protection Marking Guide

Marking documents is a simple but crucial step towards protecting sensitive information. Document marking is only required for confidential information; however, the Information Security Office (ISO) stresses the importance of marking all classifications of information. This guide provides a quick overview of how the ISO suggests documents should be marked for use at RIT.

Header (Identification):

Classification markings in the header are highly recommended for documents classified as **Private** or **Confidential**. To a lesser extent, it is also recommended that **Internal** documents are also marked in order to distinguish them from unmarked Public documents.

- The first line of the header should contain the classification marking (see header above for example)
 - Highly recommended for **Private** and **Confidential** documents
 - Optional for **Internal** and **Public** documents
- The optional second line may contain an additional identifier/descriptor
 - e.g., "Campus Safety Only," "Legally-mandated," "Per contract with <name>"
- The optional third line may contain declassification/retention information
 - E.g., "Protect until *mm/yyyy*" or "Destroy after *mm/yyyy*"
- The header information should be displayed on every page

Footer (Integrity):

Integrity markings in the footer help ensure the integrity of a document by providing page numbering and revision histories. This information should be included on every page regardless of classification.

- The first line of the footer may contain a reuse statement (see footer below for example)
- The second line should contain the following information:
 - File Name [Left]—aids document retrieval and availability
 - Page number "X of Total Pages" [Center]—determine if document is complete
 - Revision Date/Time [Right]

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<Added identifier/descriptor>

<Optional declassification/retention statement>

- Optionally, the end of the document may contain a revision history table, including date, version, author and comment fields.
- Footer information is optional on Title pages and single-page memos but should be displayed on all other pages